

State of Maryland
Department of Assessments and Taxation
Charter Division

TRADE NAME CANCELLATION APPLICATION

FILING FEE: **\$25.00**

EXPEDITED SERVICE FEE IS AN ADDITIONAL **\$50.00**

(MAKE CHECKS PAYABLE TO DEPARTMENT OF ASSESSMENTS AND TAXATION)

TRADE NAME: _____
(LIST TRADE NAME EXACTLY AS FILED ON THE ORIGINAL APPLICATION)

(ATTACH AN ADDITIONAL SHEET FOR ADDITIONAL INFORMATION AS NEEDED)

SIGNATURE OF OWNER (AUTHORIZED TITLE)

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* The original owner (s) who signed the Trade Name Application must sign in order to cancel the Trade Name.

** If deceased attach copy of the Death Certificate.

Return Address:

TRADE NAME CANCELLATION INSTRUCTIONS

1. The filing fee of the cancellation form is \$25.00 by check or money order.
2. Make checks payable to the Department of Assessments and Taxation. Note: Filings brought into the office and filed on a while-you-wait basis are subject to a \$50.00 surcharge for Expedited service. Walk-in hours are 8:30 a.m. to 4:30 p.m.
3. Mail the form and check to Department of Assessments and Taxation, 301 W. Preston Street, Room 801, Baltimore, Maryland 21201.
4. Insert name of trade name on blank line legibly. Each person listed as an owner must sign with original signature (no stamp, Xerox or carbon). If owned by a corporate entity, must indicate the authorized title of the person signing for the entity.

How long will take to process my documents? Regular processing time for submitted documents is about 8 weeks from receipt of document. Expedited processing requests will be responded to within 7 business days. Documents hand-delivered on a non-expedited walk-in basis will be processed at the regular timeframe. Also applications submitted in limited quantities on an expedited walk-in will receive same day service between 8:30 a.m. – 4:30 p.m.

The expedited service fee is an additional \$50.00 for this document; other fees may also apply.

Mail completed forms to:
State Department of Assessments and Taxation, Charter Division,
301 W. Preston, 8th Floor,
Baltimore, MD 21201-2305.

NOTE: Due to the fact that the laws governing the formation and operation business entities involves more than filing documents with our office, we suggest you consult an attorney, accountant or other professional. State Department of Assessments & Taxation staff cannot offer business counseling or legal advice.